

Academic Deans' Council
January 31, 2019
Provost's Conference Room
Minutes

Present: C. Gascoigne, M. Gritter, C. Jones, L. Mayrand, J. Miazga, P. Swets, S. Tomlin,
D. Topliff, J. Wegner

Minutes:

1. Topic: Minutes from January 24, 2019.
Minutes approved.

Announcements

- D. Topliff reminded members the Service Awards event is tonight.
- J. Miazga informed members the Superintendents Day is February 14. The meeting is 9 am to 12 pm. He invited all deans to attend the luncheon at noon and said they are welcome to attend the meeting as well.
- C. Jones informed members Leadership San Angelo Day is February 14 in the afternoon.
- D. Topliff told members the All-Volunteer Force event organized by W. Taylor in the Department of Security Studies and Criminal Justice is March 27-28. More information will be forthcoming.

Old Business:

2. Topic: SACS 5th Year Report (D. Topliff)
 - D. Topliff told members we are on track to get this done soon. He said he would have like to have already completed it by now but it is almost done. D. Topliff said we will be in much better shape when it is needed to begin the 10 year report.
 - D. Topliff said an Executive Dashboard is being created that will allow us to see exactly where we are at any time.
3. Topic: Curriculum (D. Topliff)
 - D. Topliff reminded members the UCC is meeting March 1.
 - D. Topliff said he received a proposal for Texas A&M to do away with Core code 90. He said he will send the proposal to members for future discussion.
 - D. Topliff said degree change proposals coming in must be increasing free electives, not decreasing them. We need to provide more flexibility to students not less.
 - D. Topliff informed members English is proposing 8-week face-to-face courses for ENGL 1301 and 1302 and a pilot program will be done in the 2019 fall semester. The first 8-weeks ENGL 1301 will be taught and the second 8-weeks ENGL 1302 will be taught. The courses will be taught four days a week (Monday-Thursday) in the afternoon.
4. Topic: Budget (D. Topliff)
 - D. Topliff said the 20th class day is soon. He said once the over-realized revenue is determined he will calculate spring disbursements and C. Parks will make the transfer of funds.

New Business

5. Topic: Legislative Testimony (D. Topliff)

- D. Topliff informed members he and the President are going to Austin to testify before the House the week after next. He told members if they are asked for information to please respond quickly.
- D. Topliff said the President met with Senator West regarding HUB vendors last week.
- D. Topliff said Senator West has asked for a list of buildings named for Hispanic or African American individuals and to be prepared to supply this information when it is asked of them.

6. Topic: Instructors of Record (D. Topliff)

- D. Topliff told members currently reports show two department chairs credited with 30-32 SCH each semester. What they are really doing is overseeing faculty and/or graduate students. A SACS memo says the instructor of record should be the person delivering instruction and the one assigning grades. D. Topliff said there is currently no policy on what we are doing, why we are doing it this way, or how it is administered. He said a policy is coming and the processes will be followed across campus. Extensive documentation will be required.

Roundtable

Clifton Jones

- Reminded members the Human Trafficking guest lecture is tomorrow.

Matt Gritter

- Informed members a faculty member reported receiving an English course assignment written all in Spanish. He said OP 10.04 will be revised to include a statement that course work submitted for non-foreign language courses must be in English.

Paul Swets

- Brought up issues regarding faculty members who do not have permanent employment authorization to work in the US. There was a brief discussion on the current visa and immigration situation.

John Wegner

- Informed members M. Vanderzant's last day is today. C. Hernandez will begin tomorrow and she is transferring from the Office of Admissions where she was a transfer counselor.
- Said official degree plans (ODP) need to be filed. He said the Catalog states an official degree plan is required to be filed once 30 hours are reached but that has not been happening in many cases. J. Wegner said there are a lot of issues taking place when no plan is filed and it would be nice to streamline the process so all are using the same process. He said Degree Works can't show substitutions until an ODP is filed and courses to be paid by anyone other than the student cannot pay for the substituted course if it doesn't show. D. Topliff asked members to talk with department chairs about this issue and request ideas for the process that coordinate across all colleges.

Adjournment